



## **CAREER OPPORTUNITY**

### **U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)**

**ANNOUNCEMENT NUMBER:** FRA-05-47R

**POSITION TITLE:** Supervisory Railroad Safety Specialist  
(Track)  
GS-2121-15  
GS-15: \$103,947 to \$135,136 per annum  
Full Performance Level: GS-15  
Note: This position has special job requirements.  
See page 3.

**POSITION LOCATION:** Federal Railroad Administration  
Office of the Associate Administrator for Safety,  
Office of Safety Assurance and Compliance,  
Track Staff  
Washington, DC

**AREA OF CONSIDERATION:** All Sources (Status and Nonstatus  
Candidates) (Candidates eligible for special appointing authorities and for  
consideration under the Career Transition Assistance and Interagency Career  
Transition Assistance Programs also may apply.)

**OPENING DATE:** 05-18-05

**CLOSING DATE:** 06-08-05

**NUMBER AND TYPE:** One Full-Time Permanent Position

**Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.**

#### **DOT is an Equal Opportunity Employer**

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

**Why Work For Us?** Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

**Summary Of The Essential Job Functions As a Supervisory Railroad Safety Specialist (Track), you will be required to:**

- Plan, develop, coordinate, implement, and direct a national safety program in the specialty of track.
- Coordinate and direct the implementation of national enforcement policies and programs to ensure a uniform enforcement of Federal safety laws, regulations, and standards.
- Maintain a thorough current awareness of track research and development activities in the railroad communities of North America (Canada and Mexico), as well as in other countries, as appropriate.
- Exercise overall coordination, direction, and implementation of augmented staff formulated to accomplish special or specific tasks, encompassing multiple discipline projects.
- Direct and coordinate the preparation and finalization of controlled correspondence, waivers, petitions, recommendations for reconsideration, special investigations and studies, regulations, technical bulletins, Congressional reports, National Transportation Safety Board recommendations, Government Accounting Office/Office of Inspector General audits and recommendations, research and technical reports, and Departmental reports.
- Serve as FRA's primary person in the development of rules and regulations pertaining to track systems.
- Represent the FRA in contacts with the rail community, elected public officials, news media, other government agencies, Indian tribes, union, civic, and private interest groups on various Department program functions and policies.
- Make recommendations to the Director regarding budget requirements, program plans, workforce staffing allocation, workforce planning, and effective position management.
- Carries out personnel management responsibilities and furthers equal opportunity employment and workforce diversity goals.

**What Are The Minimum Qualifications For This Position?**

- You must have at least one year of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the next lower grade level. If you want us to consider experience you obtained outside the Federal Government, it must have been at that same level of complexity. The specialized experience must demonstrate:

- Knowledge of the railroad industry, including economic and operating considerations and equipment;
- Knowledge of the general safety and health principles and practices applicable to the railroad industry;
- Knowledge of railroad accident investigation techniques; and
- Skill in written and oral communication.

In addition, applicants must have progressively responsible experience which demonstrates:

- Knowledge of railroad track system construction, maintenance, testing or inspection techniques;
- Knowledge of the capabilities and limitations of various track system configurations; and
- Knowledge of the Federal railroad track safety standards.

### **What Are The Required Knowledge, Skills And Abilities For This Job?**

- Expert knowledge of track systems and their components in order to disseminate information and ensure uniform application of rules and regulations.
- Ability to combine fundamental principles of railroad track maintenance technology with elements of other technical disciplines to devise effective regulations and conceive and implement effective safety programs.
- Ability to prepare technical reports, narratives and correspondence.
- Ability to effectively deal with the railroad industry, labor unions, the general public and state and local governments on matters relating to signals and train control.
- Demonstrated ability to supervise a diverse workforce including: creating a culture that fosters high standards of ethics; developing strategies to maximize employee potential; developing performance plans and monitoring performance; resolving conflicts; fostering workforce diversity on the staff; and recognizing staff contributions.
- Ability to lead a team or manage a staff.

### **How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?**

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed above. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

**What Employee Benefits Do We Provide?** The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual

leave and sick leave. This is a permanent position and you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at [www.usajobs.opm.gov/EI61.htm](http://www.usajobs.opm.gov/EI61.htm).

### **Before You Go Any Further, Here Are Some Other Things You Need to Know**

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements by the closing date of the announcement. Federal applicants also must meet the time-in-grade requirements by the closing date.
- If you are selected or among the best qualified candidates for this position, you will be subject to a determination of your suitability for Federal employment.
- Before being hired you will be required to sign and verify the accuracy of the information in your application if you have not done so using an application form such as the OF 612.
- If an FRA employee is selected, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, travel and transportation expenses will not be paid.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, which is generally the case for Railroad Safety positions, the rights must be divested at the end of the one year probationary period. No waivers of this requirement will be granted.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.
- Applicants with “competitive status” as current or former Federal Government employees may be given first consideration.
- The individual selected for this position will be required to serve a one-year probationary period for newly appointed managers and supervisors as authorized by the Civil Service Reform Act of 1978. Employees who are currently serving in Federal civilian supervisory positions will serve out the remainder of their probationary period until they have satisfied the one-year requirement. Employees who have previously completed Federal civilian supervisory or managerial probationary periods are exempt from the probationary period

requirement. Satisfactory completion of the probationary period is a prerequisite to continuation in the position.

## **How To Apply For This Position**

- You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.”
- For maximum consideration, tell us how you meet the "Knowledge, Skills and Abilities (KSAs)" for this position. The KSAs for this position are found above.
- For Federal applicants, a complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.
- To be considered for selection priority under the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP), you must submit appropriate certification that you are eligible. In addition, you must be determined to be well-qualified for the position. **Well-qualified applicant**: An eligible applicant who meets all qualifications, standards, and eligibility requirements for the position, including medical qualifications; minimum educational and experience requirements; selective placement factors; knowledge, skills, and abilities (KSAs); quality ranking factors; and any other special qualifying conditions, and is able to satisfactorily perform the duties of the position upon entry.
- The "Area of Consideration" section shown on the first page indicates who may apply for this position. All United States citizens may apply. Candidates may be eligible to be considered three ways: as a current or former Federal Government employee with “status;” as a “nonstatus” candidate (candidates with no prior Federal Government service); and as a candidate eligible for a special appointment authority. You must submit a complete application package for each type of consideration you are eligible and wish to be considered. You also must submit appropriate proof of your eligibility as a status candidate and as a candidate eligible for a special appointment authority, including your eligibility for veteran preference.

## **Where To Send Your Application**

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW., 6<sup>th</sup> Floor, Washington, DC 20590. You may email your application package to [renee.clark@fra.dot.gov](mailto:renee.clark@fra.dot.gov).
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 493-6169. We will not accept applications faxed from a Federal Government fax machine.
- ALL applications must be in our office or postmarked by the closing date of the announcement.

- Applications mailed in a Government envelope will not be accepted.

## HERE'S WHAT YOUR APPLICATION MUST CONTAIN

### JOB INFORMATION

- Announcement number and title of the position

### PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference  
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

### EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

### WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

### OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

**Privacy Act Requirements:** The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

## Questions?

Call the Office of Human Resources at 202/493-6112 or TDD (202) 493-6487 or 6488, or email at [renee.clark@fra.dot.gov](mailto:renee.clark@fra.dot.gov). Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

**ALTERNATIVE FORMATS:** If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at [marcie.mullins@fra.dot.gov](mailto:marcie.mullins@fra.dot.gov), on (202) 493-6114 or at the TDD number (202) 493-6487 or 6488.

**REASONABLE ACCOMMODATION:** If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.